



## **West Rainton Primary School School Visitors Policy**

**September 2019- Due for review September 2021**

### **Mission Statement**

Our objective is to have in place procedures which safeguard all of our children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure West Rainton Primary School children can learn and enjoy extra-curricular experience, in an environment where they are safe from harm.

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all the staff, governors, visitors and parents and conforms to child protection guidelines as set by the DFE.

### **Where and whom the policy applies to**

West Rainton Primary School is deemed to have control and responsibility for its pupils anywhere on the school site, during normal hours, during after school activities and on school organised (and supervised) off site activities. The policy applies to:

- All teaching and non-teaching staff employed by the school or agency staff
- All external visitors entering the school site during the school day for after school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel (Advisors, Inspectors)
- Building and Maintenance contractors

### **External Visitors to School**

Staff are required to be familiar with the school's Safeguarding Child Protection Policy in relation to preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited to the school by a member of staff.

### **Protocol and Procedures**

a) Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come to school.

b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to reception first – not to enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in on our digital sign in screen
- All visitors are asked to read and agree to the safety messages attached to their lanyards including fire action, mobile phone use, e-safety guidance and safeguarding advice.
- All visitors will be required to wear an identification badge
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

c) On departing the school, visitors should leave via reception and sign out on the digital signing screen.

d) Where possible, visits by contractors especially for maintenance should be made at times when the pupils are not on the premises.

### **Unknown/Uninvited Visitors to School**

a) Any visitor to the school site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the school site

b) They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures for invited visitors then apply

c) In the event that the visitor refused to comply, they should be asked to leave the site immediately and the Headteacher or member of the SLT should be informed promptly.

d) The Headteacher will consider the situation and decide if it is necessary to inform the police

e) In the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

### **Monitoring and Evaluation**

The suitability of all visitors invited into school to work with the children will be assessed throughout the visit and a decision made as to whether they may be asked to visit the school in future.

### **Visitors Protocol**

All visitors require identification to be allowed on the premises and a prior appointment of at least 24 hours before the meeting. Visitors to the school will be required to sign in at reception and

bring one form of identification, this may be a driving licence, passport or any other official photographic identification. If a visitor is to be working unsupervised with a pupil, a copy of their DBS certificate is required. With regards to DBS and employment checks, we adopt the same approach as required by Ofsted.

### **Safeguarding information for visitors:**

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

- **DON'T make promises of secrecy**
- **DON'T ask questions of the child**
- **DON'T appear shocked or terrified but instead remain calm and reassuring**
- **DON'T delay in reporting the disclosure**
  
- **DO listen closely and carefully to everything the child says**
- **DO report it to one of the school's designated officers for child protection immediately**
- **DO complete a record of concern form as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.**

**The school's designated officer for safeguarding is: Mrs Alison McDonough (Headteacher)**

**In her absence, please report to: Mrs Susan Firth (Deputy Headteacher) and Mrs Julia Struthers (EYFS lead)**

**Any records of concern are noted on yellow forms and reported on CPOMS. As a visitor, you would report any concern immediately to any staff member who will support you with the reporting process.**

### **The Prevent Duty**

Schools also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While County Durham remains a low risk area for this type of radicalisation we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner.

Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members' views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

### **E-safety and mobile technologies advice for visitors:**

- School users, including visitors and volunteers are provided with key e-safety information, aligned to our policies, which must be read and agreed to on entry into school.
- Mobile phones should be switched off and kept in pockets/bags during your visit. If you require your phone for an exceptional reason, please ask the headteacher's permission and you will be shown a suitable venue to make/receive calls.
- No pupil personal data should be collected or taken without the headteacher's consent. Where agreed, all information must be stored on an encrypted device.

Signed M Beck

Date of review: September 2019

Date of next review: September 2021